

*Please provide the following information, and submit to the NOAA DM Plan Repository.*

**Reference to Master DM Plan (if applicable)**

*As stated in Section IV, Requirement 1.3, DM Plans may be hierarchical. If this DM Plan inherits provisions from a higher-level DM Plan already submitted to the Repository, then this more-specific Plan only needs to provide information that differs from what was provided in the Master DM Plan.*

URL of higher-level DM Plan (if any) as submitted to DM Plan Repository:

**1. General Description of Data to be Managed****1.1. Name of the Data, data collection Project, or data-producing Program:**

Longline Observer Data System

**1.2. Summary description of the data:**

LODS, the Hawaii Longline Observer Data System, is a complete suite of tools designed to collect, process, and manage quality fisheries data and information. Guided by the principles of the NOAA Data Quality Act, LODS is the result of the collaboration and cooperation of scientists, data collectors and information management experts across the NOAA Fisheries Pacific Islands Region.

LODS is an end-to-end data management solution, articulating the four major data management areas of data collection management, data resource development, data maintenance and data dissemination. Every effort was made to eliminate redundant or unnecessary data items and to have the core data collection items be formally adopted by data stewards that would assume the responsibility of maintaining complete documentation and regular review of the quality, objectivity and suitability of the data item.

**1.3. Is this a one-time data collection, or an ongoing series of measurements?**

Ongoing series of measurements

**1.4. Actual or planned temporal coverage of the data:**

2003-08 to Present

**1.5. Actual or planned geographic coverage of the data:**

North-Central Pacific Ocean...including waters inside and outside of our EEZ.

**1.6. Type(s) of data:**

*(e.g., digital numeric data, imagery, photographs, video, audio, database, tabular data, etc.)*  
Table (digital)

**1.7. Data collection method(s):**

*(e.g., satellite, airplane, unmanned aerial system, radar, weather station, moored buoy, research vessel, autonomous underwater vehicle, animal tagging, manual surveys,*

*enforcement activities, numerical model, etc.)*

Instrument: Instrument Not Applicable

Platform: LL

Physical Collection / Fishing Gear: Fishery Observers on longline fishing vessels

**1.8. If data are from a NOAA Observing System of Record, indicate name of system:**

**1.8.1. If data are from another observing system, please specify:**

**2. Point of Contact for this Data Management Plan (author or maintainer)**

**2.1. Name:**

Eric Forney

**2.2. Title:**

Metadata Contact

**2.3. Affiliation or facility:**

Pacific Islands Regional Office

**2.4. E-mail address:**

eric.forney@noaa.gov

**2.5. Phone number:**

808-725-5103

**3. Responsible Party for Data Management**

*Program Managers, or their designee, shall be responsible for assuring the proper management of the data produced by their Program. Please indicate the responsible party below.*

**3.1. Name:**

John D Kelly

**3.2. Title:**

Data Steward

**4. Resources**

*Programs must identify resources within their own budget for managing the data they produce.*

**4.1. Have resources for management of these data been identified?**

Yes

**4.2. Approximate percentage of the budget for these data devoted to data management (specify percentage or "unknown"):**

Unknown

**5. Data Lineage and Quality**

*NOAA has issued Information Quality Guidelines for ensuring and maximizing the quality,*

*objectivity, utility, and integrity of information which it disseminates.*

**5.1. Processing workflow of the data from collection or acquisition to making it publicly accessible**

*(describe or provide URL of description):*

Lineage Statement:

After fishery observers collect fishery-related data on longline vessels they are debriefed post-trip and enter the data in the database.

**5.1.1. If data at different stages of the workflow, or products derived from these data, are subject to a separate data management plan, provide reference to other plan:**

**5.2. Quality control procedures employed (describe or provide URL of description):**

Data are checked visually prior to data entry by observer and by a debriefer (first check). Data validations are run after data entry and all data are read back to catch and minimize data errors. Second data check is visually conducted on all data with a full read back of all data and data validations are run by second debriefer. Third data check is conducted on selected data fields and data validations are run by a third debriefer.

**6. Data Documentation**

*The EDMC Data Documentation Procedural Directive requires that NOAA data be well documented, specifies the use of ISO 19115 and related standards for documentation of new data, and provides links to resources and tools for metadata creation and validation.*

**6.1. Does metadata comply with EDMC Data Documentation directive?**

Yes

**6.1.1. If metadata are non-existent or non-compliant, please explain:**

**6.2. Name of organization or facility providing metadata hosting:**

NMFS Office of Science and Technology

**6.2.1. If service is needed for metadata hosting, please indicate:**

**6.3. URL of metadata folder or data catalog, if known:**

<https://inport.nmfs.noaa.gov/inport/item/9027>

**6.4. Process for producing and maintaining metadata**

*(describe or provide URL of description):*

Metadata produced and maintained in accordance with the NMFS Data Documentation Procedural Directive: <https://inport.nmfs.noaa.gov/inport/downloads/data-documentation-procedural-directive.pdf>

**7. Data Access**

*NAO 212-15 states that access to environmental data may only be restricted when distribution is explicitly limited by law, regulation, policy (such as those applicable to personally identifiable information or protected critical infrastructure information or proprietary trade information) or by security requirements. The EDMC Data Access Procedural Directive contains specific guidance, recommends the use of open-standard, interoperable, non-proprietary web services, provides information about resources and tools to enable data access, and includes a Waiver to be submitted to justify any approach other than full, unrestricted public access.*

**7.1. Do these data comply with the Data Access directive?**

No

**7.1.1. If the data are not to be made available to the public at all, or with limitations, has a Waiver (Appendix A of Data Access directive) been filed?**

Yes

**7.1.2. If there are limitations to public data access, describe how data are protected from unauthorized access or disclosure:**

Only individuals with a signed non-disclosure agreement on file may access these data.

**7.2. Name of organization of facility providing data access:**

Pacific Islands Regional Office

**7.2.1. If data hosting service is needed, please indicate:**

**7.2.2. URL of data access service, if known:**

**7.3. Data access methods or services offered:**

Submit a data request to the Observer Program Manager, Operations Coordinator and the Fishery Information Specialist. If needed also submit a signed non-disclosure agreement (blank copy can be provided upon request). Upon approval of the data request by the Observer Program Manager or the Operations Coordinator the Fishery Information Specialist will coordinate with the data requester on fulfilling the data request.

**7.4. Approximate delay between data collection and dissemination:**

30 - 300 days

**7.4.1. If delay is longer than latency of automated processing, indicate under what authority data access is delayed:**

**8. Data Preservation and Protection**

*The NOAA Procedure for Scientific Records Appraisal and Archive Approval describes how to identify, appraise and decide what scientific records are to be preserved in a NOAA archive.*

**8.1. Actual or planned long-term data archive location:**

*(Specify NCEI-MD, NCEI-CO, NCEI-NC, NCEI-MS, World Data Center (WDC) facility, Other, To Be Determined, Unable to Archive, or No Archiving Intended)*

Other

**8.1.1. If World Data Center or Other, specify:**

Not Applicable

**8.1.2. If To Be Determined, Unable to Archive or No Archiving Intended, explain:****8.2. Data storage facility prior to being sent to an archive facility (if any):**

Pacific Islands Regional Office - Honolulu, HI

Hard copy of data is at the regional office and electronic data is at the science center.

**8.3. Approximate delay between data collection and submission to an archive facility:**

Not Applicable

**8.4. How will the data be protected from accidental or malicious modification or deletion prior to receipt by the archive?**

*Discuss data back-up, disaster recovery/contingency planning, and off-site data storage relevant to the data collection*

In a Oracle database which on a backup schedule at PIFSC

**9. Additional Line Office or Staff Office Questions**

*Line and Staff Offices may extend this template by inserting additional questions in this section.*